

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AIR FORCE INSTRUCTION 31-201

MAXWELL AFB SUPPLEMENT 1

5 OCTOBER 2004

Security

SECURITY POLICE STANDARDS AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SSgt Demond L. Smith)
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Certified by: 42 SFS/CC
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AFI 31-201, 4 Dec 01, is supplemented as follows:

This supplement applies to all individuals assigned, attached or employed by the Headquarters, Air University, 42d Air Base Wing or Tenant Units assigned to Maxwell Air Force Base (AFB) and Gunter Annex. It provides guidance pertaining to general security forces duties and law enforcement operations. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

SUMMARY OF REVISIONS

This revision adds paragraph 11.1.1.; and updates paragraphs 6.7., 7.6.2, 14.14.5.1., and 14.14.7. A star (★) indicates revised information from the previous version.

6.1.3. (Added) (MAFB) The following are the current jurisdictions:

6.1.3.1. (Added) (MAFB) Proprietary on the streets of the Maxwell Family Housing Annex and Day Street gate to the fence line on the other side of the bridge. Montgomery Police Department (MPD) is contacted on all incidents involving these areas.

6.1.3.2. (Added) (MAFB) Exclusive within the confines of Maxwell AFB, Gunter Annex, and within the confines of the quarters at the Maxwell Family Housing Annex.

6.1.3.3. (Added) (MAFB) Concurrent on the lawns at the Maxwell Family Housing Annex.

★6.7. The 42 SFS/CC adopts, without exception, Attachment 2 to AFI 31-201. Off base pursuit driving is prohibited. On base pursuit driving is authorized with prior approval from the on-duty security forces flight chief or competent authority.

★7.6.2. The 42 SFS/CC has adopted the use of Oleoresin Capsicum (OC) pepper spray (Z-305 CAP-STUN pepper spray) and collapsible impact weapon (baton) for use at Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex.

7.6.3. The 42 SFS/CC, in conjunction with the 42 ABW/CC, has determined police clubs are not authorized on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex. Riot batons are only issued and used per the direction of the 42 SFS/CC, with concurrence from the 42 ABW/CC.

★11.1.1. (Added) (MAFB) The 42 ABW/CC has pted in writing with a memornadum of agreement to utilize MPD for emergency services team support.

14.14.5. (Added) (MAFB) The Security Forces Administration Section (SFA) is responsible for forwarding all incident reports to the appropriate agency for action. For the purpose of this paragraph, incident reports are classified as DD Form 1408, **Traffic Ticket, Armed Forces**, DD Form 1569, **Incident/Complaint Report**, DD Form 1805, **United States District Court Violation Notice**, and AF Form 3545, **Incident Report**.

★14.14.5.1. (Added) (MAFB) The unit has 15 calendar days to complete their action and return the report back to SFA. The suspense states once the report is forwarded to the unit.

14.14.5.2. (Added) (MAFB) Request for extension of suspense dates are made to SFA in writing.

14.14.5.3. (Added) (MAFB) SFA tracks all suspenses closely. Late suspense letters are sent to the appropriate agency by SFA when the established suspense date has not been met.

14.14.5.4. (Added) (MAFB) Suspenses for return of reports to SFA are as follows:

14.14.5.4.1. (Added) (MAFB) The Security Forces Investigation Section (SFOI) has 30 calendar days from the date the report is forwarded to return completed actions.

14.14.5.4.2. (Added) (MAFB) Special consideration is given to SFOI when granting extensions. Circumstances such as manning, case load, investigative leads, availability of witnesses/suspects/victims, case priority (command emphasis), and receipt of evidential property from forensic labs are all factors to consider.

14.14.5.4.3. (Added) (MAFB) The Staff Judge Advocate (SJA) has 15 calendar days to return reports back to SFA with actions completed.

14.14.5.4.4. (Added) (MAFB) Once all investigative and administrative actions have been completed, the report is sent to the unit commander or first sergeant for command action. The unit has 15 calendar days to complete their action and return the report back to SFA.

14.14.5.4.5. (Added) (MAFB) Reserve units have 30 calendar days to complete action on reports. Requirements for one weekend of duty per month dictates the longer period for these units.

14.14.6. (Added) (MAFB) When reports requiring action are returned from the commander or staff agencies, the report and action taken is reviewed by the SFA Superintendent.

★ 14.14.7. (Added) (MAFB) All reports with completed actions are filed in SFA.

THERESA C. CARTER, Col, USAF
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